



MAINE DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF LICENSING AND REGISTRATION
BOARD OF EXAMINERS OF PSYCHOLOGISTS

35 State House Station, Augusta, ME 04333

Physical Location: Gardiner Annex, 122 Northern Avenue, Gardiner, ME

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APPLICATION FOR CONTINUING EDUCATION (CE) PROGRAM PRIOR APPROVAL
(For instructors and presenters)

Before completing this form, please review the attached instructions for CE application. Details for program approval can be found in Chapter 5 of the board's rules regarding continuing education requirements and CE approval requests. You may access board rules online at the web address listed above.

Date of application: _____

Dates(s) of proposed program (if known): _____

Name of presenter(s): _____

Sponsoring agency and address: _____

Contacts: Phone #: () _____ Email: _____

Title of program: _____

Location of Program: _____

Web site address of program offering (if available): _____

Category and number of CEU's requesting: _____

IMPORTANT NOTICE

Your confirmation on the program review will be a copy of this page, which will be sent to you within 45 days of receipt of your request for CE program approval. A program approval is valid for one year from the date of this approval. Any program corrections must be made and approved prior to program presentation.

FOR OFFICE USE ONLY:

☐ Program Reviewer's Name _____

☐ Approved on _____ Activity Number _____

of Contact Hours for Category I

of Contact Hours for Category II

☐ Denied on _____

Reason for denial: _____

INSTRUCTIONS FOR COMPLETING CE APPLICATION FOR CONTINUING EDUCATION (CE) PRIOR PROGRAM APPROVAL

1. Complete and submit this application together with a check made payable to the Treasurer, State of Maine in the amount of: **\$50.00 for a Program approval OR \$10.00 for an individual approval request**
Payment may also be made by credit card by completing the attached form.

Submit to: Maine Board of Examiners of Psychologists, 35 State House Station, Augusta, Maine 04333

2. A program that has been disapproved may be resubmitted **once**. It is advised that you forward all of the required information to insure an accurate and timely review. Carefully reviewing the board's rules will assist in your submission. A disapproval may be appealed, in writing, to the State Board of Examiners of Psychologists.
3. A program instructor may, at his or her discretion, deny part or all of any approved CE credit to a program participant for just cause. Just cause includes, but is not limited to, tardiness, non-participation, and non-attendance. If this occurs, the instructor must be prepared to defend his or her decision to the Board if it becomes necessary.
4. Application for CE prior approval should be submitted **AT LEAST** 45 days prior to the desired effective date of approval.

CRITERIA FOR CE PROGRAM APPROVAL

1. The program material is applicable to the field of psychology and has been reviewed or prepared by a licensed psychologist who asserts **in writing** that the program is suitable as professional continuing education.
2. The title of program is an accurate reflection of the material to be presented. Brief description of program is a clear and concise narrative of the material to be presented.
3. Learning goals are provided and reflect measurable outcomes that participants might expect to gain from attending this program.
4. An evaluation form that will be used is attached and includes a request for participants' view of the presenter's success at reaching the learning goals.
5. The duration of program (hours), category level and number of CE's requested are listed.
6. There is a statement confirming that participants will be given a certificate of attendance, which shall include at a minimum:
 - ◆ Name of the approved program provider
 - ◆ Title of the program
 - ◆ Date(s) of the program
 - ◆ Name of the participant
 - ◆ Activity number
 - ◆ Number of continuing education unit awarded (including Category)
 - ◆ Signature of instructor
 - ◆ A statement of approval, which states that the program has been approved by the State Board of Examiners of Psychologists.